

**TOWN OF FRANCESTOWN**  
OFFICE OF SELECTMEN  
27 MAIN STREET • P.O. BOX 5  
FRANCESTOWN, NEW HAMPSHIRE 03043-0005

**BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**July 25, 2016**

Selectmen Present: Chairman Brad Howell, Abigail Arnold and Henry Kunhardt

Staff Present: Town Administrator Jamie A Pike

Also Present: Guy Tolman, Polly Freese, Dennis Orsi, Lisa Stewart, Chief Fred Douglas, Charlie and Sarah Pyle, Stewart Brock, Michelle Ferencsik, Lisa Bourbeau, Judi Miller, John Thalhauser, Tom Anderson, Cecily Houston, BJ Carbee, Elly Miles, Mike Tartalis, Barbara Miller, Ruth Behrsing, Peter Zamachaj and family.

Chairman Howell called the meeting to order at 4:35pm.

A motion was made Mr. Howell and seconded by Ms. Arnold to enter a non-public sessions pursuant to RSA 91-A:3, II(b) at 4:35pm. Roll Call Vote: Howell, Aye; Arnold, Aye; Kunhardt, Aye **Motion passes.**

A motion was made by Mr. Howell and seconded by Ms. Arnold to exit the non-public session. **Motion passes.** Public session reconvened at 5:15pm.

A motion was made by Ms. Arnold and seconded by Mr. Howell to seal the minutes of the session until December 31, 2016, because it was determined that divulgence of its content likely would render a proposed action ineffective. Roll Call Vote: Howell, Aye; Arnold, Aye; Kunhardt, Aye **Motion passes.**

**Consent Agenda**

- 07/25/2016 Payroll & Accounts Payable Manifests
- Deed Waiver for Map 5 Lot 61 and 62
- Revised MS 535 form: Financial Report of the Town Budget
- Building Permit for Rick St. Onge, 291 Avery Road, Map 3 Lot 82-1

A motion was made by Ms. Arnold and seconded by Mr. Kunhardt to approve the consent agenda as presented. **Motion Passes.**

**Correspondence**

Chairman Howell reviewed the correspondence received since the last meeting.

1. Received letter from NH Division of Public Health Services, dated July, 20, 2016 enclosing the analytical results for the water samples for Scoby Pond. The samples met EPA requirements.
2. Email from Abigail Arnold to Planning Board members reminding them of a SNHPC presentation on Tiny Houses on Wednesday, July 27, 2016 from 5:30 PM to 7:00 PM at 88 Commercial Street, Manchester
3. Police Department Press Release for 7/11/16 through 7/24/16

4. Police Department Weekly Reports 07/18/2016 and 07/21/2016
5. Highway Department Weekly Reports 07/17/2016 and 07/23/2016
6. Letter to Jen Drociak (DES) from Gary Paige offering options to correct Pleasant Pond Road issue
7. Letter to Board of Selectmen from BJ Carbee indicating her interest in the position of Historian for the town. Ms. Arnold indicated the resignation of the former Historian was withdrawn, thus there is no vacancy to be filled.
8. Town Administrator's Report 07/25/2016

#### **Administrative Update**

Mr. Pike indicated that he met with the Library Trustees and Greg Cope to look at the Library window project. Mr. Cope recommended sending out an RFP as a painting project and a restoration project. He will assist Mr. Pike in the language for the 2 RFPs for winter and spring work.

Household Hazardous Waste Collection went well. There were about 50 attendees. Expenses totaled about \$5,100.

Due to numerous complaints about the audio being difficult to hear, Town Hall Streams has installed an amplifier to boost the volume of the audio portion of the recorded meetings.

Mr. Pike indicated that there are some training seminars coming up that he would like to attend. Primex is offering a seminar on employee retention and engagement on September 9<sup>th</sup>. There is a budget and finance workshop in Manchester on September 20<sup>th</sup>, the cost is \$80 this year. Primex is also holding a seminar on contracts in August that he would like to attend.

Mr. Pike received a phone call Saturday night from Chief Douglas regarding the storm that hit and caused power outages and downed trees. The Police, Fire & Highway Departments were on site of the downed trees and electrical wires. By Sunday morning all roads were passable and electricity had been restored to most. Mr. Pike reached out to all departments to report back to the Board. No injuries were reported.

#### **Liaison Reports**

Mr. Howell reported that 6 days of Dash treatments (harvesting of Milfoil) have been completed for now but more are planned for later in the summer. The Beach will be closed on July 26 & 27 for Milfoil chemical treatment.

Mr. Kunhardt reported that the SAC will not hold any meetings during the summer. The meetings will resume in the fall.

#### **Minutes**

Abigail Arnold made a motion to approve the minutes of July 18, 2016 as amended, seconded by Brad Howell.  
**Motion passes.**

Stewart Brock wanted to acknowledge that people did a fine job directing the traffic and handling the confusion of drivers trying to get home during the storm aftermath. He said the Fire Department and Police treated people with dignity and respect.

### **Swearing in of Officer Peter Zamachaj**

Officer Zamachaj was sworn in by the Town Clerk, Pam Finnell. Chief Douglas spoke about Officer Zamachaj's background and indicated that he will be attending the Police Academy. Officer Zamachaj spoke briefly about his hopes for his future with the town. The Board of Selectmen welcomed him.

### **Budget Advisory Committee**

Mr. Pike indicated that through the end of June the town budget is trending approximately \$80,000 favorable. He broke it down by department as follows:

- Elections favorability is \$2,000
- Town Clerk/Tax Collector is \$1,600 favorable
- Legal is \$8,500 favorable to budget
- Personnel Administration favorability is \$7,200
- Land Use Board is operating at \$2,200 below budget
- General Government Buildings favorability stands at \$7,500
- Police Department is currently \$12,000 favorable due to delay in hiring a full time officer
- Highway is at \$19,000 favorable to budget
- Transfer Station is currently \$3,800 favorable
- Public Assistance is currently \$4,300 favorable
- Recreation's budget favorability is \$1,300

Mr. Pike indicated that he believes some of the favorable balances could be banked by the town as they are unlikely to reverse. Revenues are currently trending 10% favorable to budget.

### **Heritage Commission – Barbara Miller**

Barbara Miller, Grant Writer, explained what she does, how she can help the town to get the funds necessary to restore the Town Hall and what she has accomplished so far. Mr. Howell asked if there was a reason for the delay in moving forward with the Grant applications. Ms. Miller indicated that they were waiting for the budget to clarify what the costs would be. Michele Ferencsik added that she thinks they were waiting for things to be submitted to LChip which Mike Petrovick will be doing in the next few weeks. It was determined that there is nothing stopping the process from moving forward at this time. Ms. Miller explained how she will move forward with the Grant writing with the most recent figures she has.

Lisa Stewart explained that she, BJ Carbee and Elly Miles have been putting together lists of residents that they are going to do a face-to-face fundraising effort with. After that Lisa Stewart and BJ Carbee will put together a list of residents for a door-to-door fundraising effort.

There was discussion about whether or not the Town Hall restoration could be done in stages. Mr. Howell explained there are difficulties that doing the restoration in stages may involve. There was also discussion about the LChip requirements for restoration and the increased cost of performing the restoration in stages.

### **Ruth Behrsing – Complete Streets**

The town has been accepted into the Complete Streets Program. The Complete Streets Team will be coming to town on Wednesday, August 17<sup>th</sup> at 3:00 PM. They have asked that the Police Chief, Road Agent, Fire Chief, Board of Selectmen and Planning Board attend. They will meet with all available parties at the Town Office, have a forum, then take a walk over to look at the site and then return to the office for further discussion. Ms. Behrsing has offered to post notice at the Post Office and at the Town Office. She has already posted a notice in the Frankestown News.

### **New Business**

Donna Barbalato has resigned her position as Trustee of Trust Funds. The Board is in receipt of an email from Kevin Pobst expressing interest and requesting to be appointed to the position.

Abigail Arnold made a motion to appoint Kevin Pobst as Trustee of Trust Funds for the duration of the term, seconded by Brad Howell. **Motion passes.**

### **Questions and comments from the Public**

Polly Freese said that she thought the Hazardous Waste Day would have been more successful if more notice had been provided. Mr. Howell indicated that notice was posted and mailers had gone out. Mike Tartalis said Becky included notice in the Transfer Station quarterly letter and it was posted at the Transfer Stations as well. Ms. Freese also commented that when she came through town on Friday night at around 8:15 the whole section of road by the Fire Department was closed off. After speaking to a Fire Department member she was allowed to pass through so she could get home.

Mike Tartalis asked the Board to speak to Public Service (Eversource) because the marked trees are not being cut as quickly as they should be and when there's a storm and trees come down, people can't pass by. Mr. Howell indicated that if he sees a tree in imminent danger of coming down to call the road agent or to let someone know.

Chairman Howell adjourned the meeting at 6:50pm.

Respectfully Submitted,

Jamie A Pike

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Brad Howell

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Abigail Arnold

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Henry Kunhardt